

Functional Literacy Skills for Independence

	Course Description	Learning Objectives
101	An introduction to navigating around your community as a pedestrian, bicycle rider, and/or passenger.	The purpose of this course is for the student to be able to choose and access transportation
102	Utilizing pedestrian, bicycle rider, and/or passenger navigation skills to increase awareness of recreational and leisure activities in the community	The purpose of this course is for the student to be able to: 1) Utilize recreational facilities; 2) Explore and engage in leisure activities
201	Continuation of 101 and 102 for students who demonstrate the need for additional skill development.	

Independent Living for Community Inclusion

	Course Description	Learning Objectives
101	A beginning foundation for the development of self-awareness and taking care of personal needs with a focus on daily living skills to strengthen the student's independence within their individual living structure.	The purpose of this course is to develop the student's: 1) Awareness and care of personal needs; 2) Ability to create a daily routine that lists personal needs (e.g., personal cleanliness, clothing, household chores, etc.); 3) Ability to create a plan that supports independence within the individual living structure or that modifies the individual living structure.
102	Building on the foundation of self-awareness, skills will be introduced for developing relationship responsibilities.	The purpose of this course is to: 1) Develop social awareness; 2) Develop interpersonal skills; 3) Demonstrate relationship responsibilities
201	Applying self-determination and interpersonal communication skills to advocate for self.	The purpose of this course is for the student to learn how to: 1) Make good decisions for themselves; 2) Communicate appropriately with others; 3) Understand disability rights and responsibilities
202	See Advocacy for Independence below.	

Workforce Advocacy

	Course Description	Learning Objectives
101	Begin to build a foundation for the development of self-determination and interpersonal communication skills that will lead to advocating for self.	The purpose of this course is for the student to learn how to: 1) Understand self-determination; 2) Develop interpersonal skills; 3) Communicate with others; 4) Understand the need to self-advocate in the workforce.
102	Building on the foundation of the development of self-determination and interpersonal communication skills to self-advocate in social and work settings.	The purpose of this course is for the student to learn how to: 1) Develop interpersonal skills; 2) Communicate with others; 3) Learn to self-advocate.
201	Apply self-determination and interpersonal communication skills to self-advocate in social and work settings.	The purpose of this course is for the student to learn how to: 1) Set goals for themselves; 2) Problem solve; 3) Understand disability rights and responsibilities; 4) Advocate for themselves in the workforce
202	See Advocacy for Independence below.	

Workforce Learning/Employability

	Course Description	Learning Objectives
101	A beginning foundation for exploring and learning about jobs and developing employability skills.	The purpose of this course is for the student to learn how to: 1) Locate jobs in this region; 2) Explore employment interests and options; 3) Learn what employers expect of job applicants and employees
102	Apply intrapersonal and interpersonal skills to recognize and develop skills for workplace behaviors and responsibilities	The purpose of this course is for the student to learn how to: 1) Exhibit behaviors appropriate for the workplace in a variety of circumstances.

201	Building on the application of employment skills, apply skills in a variety of situations, problem solve job related issues, and learn where to seek assistance when needed	The purpose of this course is for the student to develop the skills to: 1) Demonstrate through role play, the ability to interact appropriately in the workplace; 2) Understand disability rights and responsibilities; 3) Understand when assistance is needed and where assistance is available.
202	See Advocacy for Independence below.	

Advocacy for Independence 202	A review of the Core Courses for students who demonstrate the need for additional skills. These Core Courses include Functional Literacy for Independence, Independent Living for Community Inclusion, Workforce Advocacy and Workforce Learning and Employability.	
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Social Intervention and Prevention

	Course Description	Learning Objectives
101	Practical information on how personal choices affect the individual and the impact it has on the community.	The purpose of this course is for the student to: 1) Select healthy friendships and choices; 2) Understand effects of alcohol, smoking, drug use, and AIDS/HIV; 3) Develop drug resistant skills; 4) Understand laws on criminal activity.

Senior Workforce Training

	Course Description	Learning Objectives
102	Review previously identified job interests to shape a career path, conduct online searches for available jobs, begin gathering information for resume.	The purpose of this course is for the student to: 1) Design career path; 2) Research jobs online; 3) Research potential employers online; 4) Begin gathering information for documents needed to gain employment

201	Continue online searches for available jobs of interest, familiarity with skills needed and proper attire for identified jobs, begin completing job applications, continue resume development, begin mock job interviews and learn about cover letters and follow-up thank you notes.	The purpose of this course is for the student to: 1) Take action on their chosen career path; 2) Locate online applications to be completed; 3) Be familiar with job requirements including skills and appropriate attire for identified jobs; 4) Be familiar with cover letters and thank-you notes; 5) Develop a resume; 6) Develop job interviewing skills through role plays.
202	Finalize resume for employment applications, complete and submit employment applications, learn how to research a potential employer, refine interviewing skills and become familiar with employment documents including paychecks and workplace policies.	The purpose of this course is for the student to: 1) Complete their resume; 2) Complete online job applications; 3) Exhibit job interviewing skills; 4) Become familiar with documents needed to gain employment such as the I-9, W-2, etc.; 5) Read and understand a paycheck including deductions for benefits and taxes; 6) Be familiar with workplace policies
Post Employment Skills & Advocacy 201/202	I got a job, now what? Using a mental framework of being employed, learn the 4 areas that will help them keep their job, enjoy their job and promote themselves on the job: 1) Communication (with co-workers and supervisors); 2) Teamwork and Collaboration; 3) Professionalism (good work habits, good attitude, on time, responsible, organized, flexible); 4) Self- Management and Initiative (follow through and focus to stay on task, adhere to rules and policies).	The purpose of this course is for the student to: 1) understand the behaviors that will support maintaining a job; 2) understand how their behavior impacts their job satisfaction and enjoyment; 3) demonstrate behaviors that will help them keep their job and progress on their job
Health Advocacy 102/201	To promote a healthy lifestyle by exploring nutritional food choices, preparing healthy food options, learning health and safety practices in the kitchen, exploring physical exercise options, and identifying and preventing common illnesses and diseases. Students are transported to the Crosstown Concourse for cooking classes with Church Health and for exercise classes at the YMCA.	The purpose of this course is for the student to: 1) Gain experience preparing and tasting healthy food options; 2) Learn how to avoid potential food born bacteria and illnesses during food preparation; 3) Identify exercises that they like and will continue.

<p>Community Job Exploration 102/201</p>	<p>Provide students opportunities to explore different industries and jobs by visiting businesses and campus-based departments to learn what they do, how they do it, skills needed, requirements of the job and the challenges faced.</p>	<p>The purpose of this course is for the student to: 1) Explore job interests; 2) Identify jobs they are interested in; 3) Gather information about local jobs.</p>
<p>Campus-based Internships 102/201/202</p>	<p>On-the-job experiences at various locations with on-campus departments and businesses to practice their skill sets and gain transferable skills (not job-specific skills). These are unpaid internships.</p>	<p>The objectives is for students to develop/practice their personal skill sets that will go with them to any post-program employment. Internships provide opportunities for the student to practice and gain experieces in the following: 1)“Being on the job”; 2)Arriving on time ready to work (punctual, reliable and dependable); 3) Communication skills with co-workers and supervisors; 4) Taking direction; 5) Staying focused on assigned tasks; 6) Completing assigned tasks in a timely manner; 7) Being a team member; 8) How to handle jobs you do not like; 9)How to manage slow periods on a job; 10) Avoiding or managing conflicts on a job; 11) Being flexible</p>
<p>Community-based Externships 102/201/202</p>	<p>On-the-job experiences at various locations in the community to practice their skill sets and gain transferable skills (not job-specific skills). These are unpaid externships.</p>	<p>The objectives is for students to develop/practice their personal skill sets that will go with them to any post-program employment. Externships provide opportunities for the student to practice and gain experieces in the following: 1)“Being on the job”; 2)Arriving on time ready to work (punctual, reliable and dependable); 3) Communication skills with co-workers and supervisors; 4) Taking direction; 5) Staying focused on assigned tasks; 6) Completing assigned tasks in a timely manner; 7) Being a team member; 8) How to handle jobs you do not like; 9)How to manage slow periods on a job; 10) Avoiding or managing conflicts on a job; 11) Being flexible</p>